

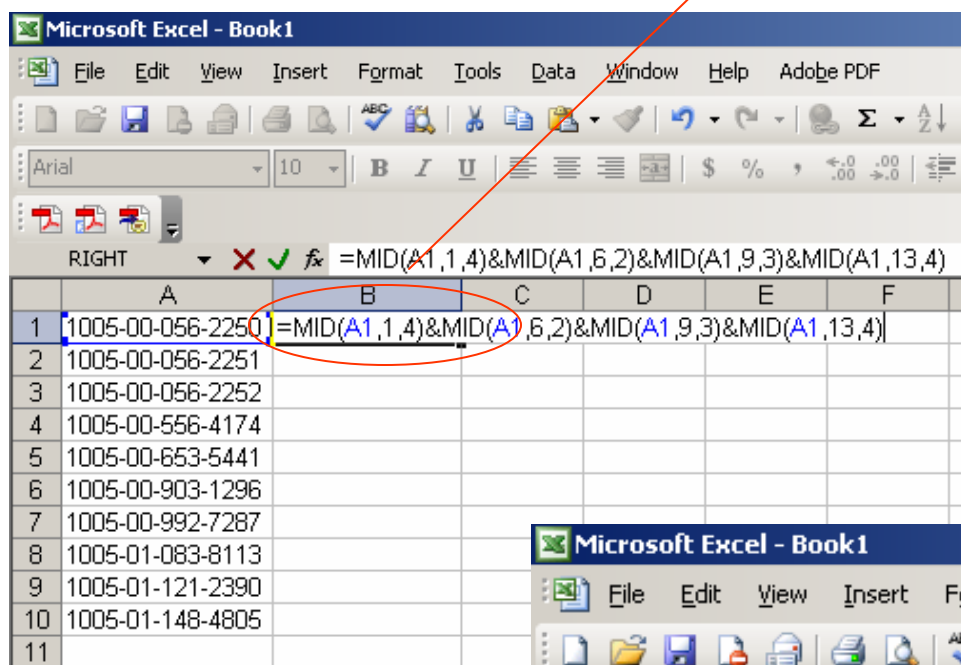
## INSTRUCTIONS ON HOW TO CONVERT A LIST OF NSNs IN AN EXCEL SPREADSHEET TO A LIST OF NIINs-IN A "TEXT" FORMAT:

1. First start with a list of NSN's, There cannot be any spaces within your list. (no empty rows)
2. Go to the first available row in the next column, in this case row 1 of column B-type in the following formula:

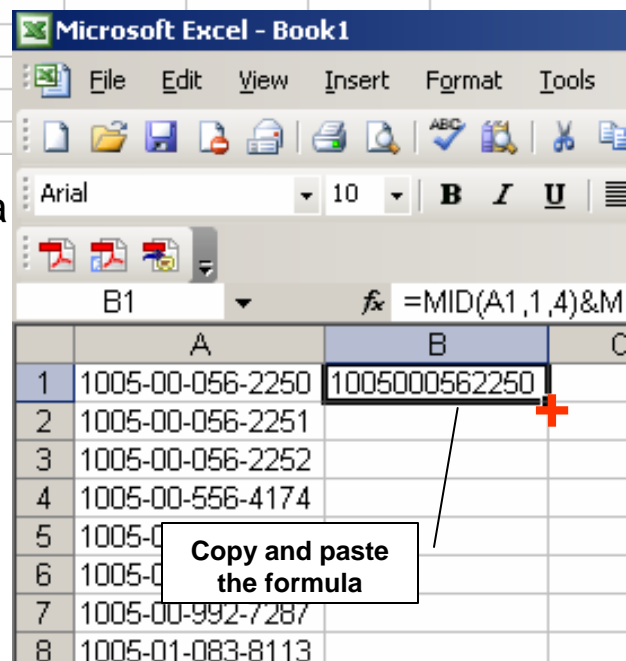
=MID(A1,1,4)&MID(A1,6,2)&MID(A1,9,3)&MID(A1,13,4)

hit ENTER

3. This will take the dashes out of the first NSN



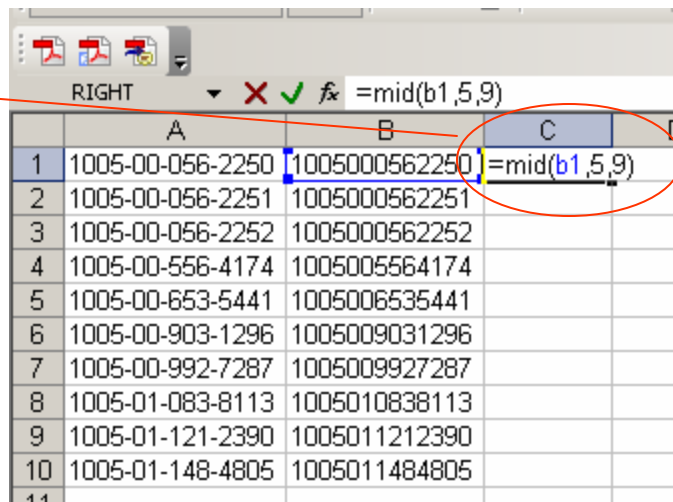
4. Now you want to copy this formula to the remainder of the NSNs. First "Copy" the NSN you just created, then Hit Shift/Control/End/Paste- this will copy your formula, to the remainder of the NSNs



5. Now you must change the NSN's to NIIN's-Go to the next available row in the next column, in this case row 1 of column C – type in the following formula:

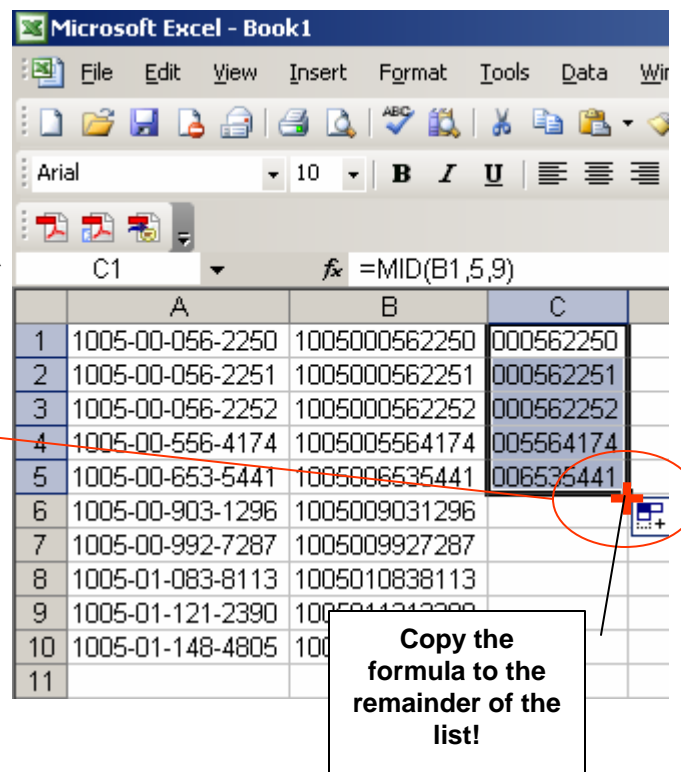
=MID(B1,5,9)

hit ENTER



	A	B	C
1	1005-00-056-2250	1005000562250	=mid(b1,5,9)
2	1005-00-056-2251	1005000562251	
3	1005-00-056-2252	1005000562252	
4	1005-00-556-4174	1005005564174	
5	1005-00-653-5441	1005006535441	
6	1005-00-903-1296	1005009031296	
7	1005-00-992-7287	1005009927287	
8	1005-01-083-8113	1005010838113	
9	1005-01-121-2390	1005011212390	
10	1005-01-148-4805	1005011484805	

6. Now you want to copy this formula to the remainder of the NSNs. First “Copy” the NSN you just created, then Hit Shift/Control/End/Paste- this will copy your formula, to the remainder of the NSNs



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C1 =MID(B1,5,9)

	A	B	C
1	1005-00-056-2250	1005000562250	000562250
2	1005-00-056-2251	1005000562251	000562251
3	1005-00-056-2252	1005000562252	000562252
4	1005-00-556-4174	1005005564174	005564174
5	1005-00-653-5441	1005006535441	006535441
6	1005-00-903-1296	1005009031296	
7	1005-00-992-7287	1005009927287	
8	1005-01-083-8113	1005010838113	
9	1005-01-121-2390	1005011212390	
10	1005-01-148-4805	1005011484805	
11			

Copy the formula to the remainder of the list!

7. Now all you have to do is save it-
  - Click on the final column of NIINs
  - Click on Edit, then Copy
  - Open a Word Document
  - Click on Edit, then Paste
  - Click on File, Save As (you must save in a “text” type format)

